

POLICY: Amendment to 6.1.3 Permit/Certification Pay Policy and General Wage Adjustments

SUMMARY: This policy amendment reflects the hourly wage increase for those regular and part time employees who obtain permits and certificates earned that benefit the city.

6.1.3 Permit/Certification Pay Policy and General Wage Adjustments

The City of Harrisburg also encourages its employees to participate in additional training and education that expand the employee's skills and the activities the employee can perform within the scope of his or her employment. It is the intent of this policy to establish the additional compensation for permits and certificates earned that benefit the City.

Regular Full and Part Time employees who obtain permits and certificates that allow them to perform additional duties will be eligible for an increase in pay in the amounts noted below. The compensation increase will go into effect the first pay period follow submission of the documentation and evidence establishing that the employee has successfully obtained the permit or certificate.

Certificate/Permit	Increase in hourly wage
Waste Water Collection I	\$0.50
Waste Water Collection II	\$0.50
Water Distribution I	\$0.50
Water Distribution II	\$0.50
Waste Water Treatment I	\$0.50
Waste Water Treatment II	\$0.50
Commercial Driver's License (CDL)	\$0.50

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In addition to the above wage increase, the City will pay for the employee to enroll in the permit course. The employee must obtain approval of his or her supervisor prior to enrolling in the course if the employee desires the City to pay the costs of the course. It will be up to the supervisor to determine, in his or her discretion based upon the needs of the City and the budget, which requests for additional education and permits will be approved.

Employees outside the maintenance department who wish to enroll in continuing education and training courses should speak with their supervisor regarding assistance and the potential for any wage increase. Again, that type of assistance is up to the discretion of the supervisor in light of the needs and budget of the department.

Employees will not be eligible to attend City-paid courses or obtain permit wage increases during the first year of employment, with the exception of Commercial Driver's License (CDL). Employees who have completed their probationary period may be eligible for CDL course payment and increase.

If the employee who has obtained a permit wage increase fails to maintain a valid permit the employee will lose the applicable wage increase.

Employees who have a current and valid permit from the list above at the time of hire will be eligible for the pay increase after successful completion of the probationary period.

Mayor

Finance Officer

Dated

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